

## IMPORTANT INFORMATION

- ❑ Before hiring, an agency will ask you to complete a *Declaration for Federal Employment* (OF 306) to determine your suitability for Federal employment and to authorize a background investigation. The agency will also ask you to sign and certify the accuracy of all information in your application.
- ❑ If you are a male over age 18 who was born after December 31, 1959 you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- ❑ The law prohibits public officials from appointing, promoting, or recommending their relatives.
- ❑ Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

**THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER:** All applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only).

**NOTE: SOME POSITIONS REQUIRE SPECIFIC ACTIONS PLEASE READ AND NOTE WITH YOUR APPLICATION:**

Proof of current security clearance or proof of interim clearance must be submitted to HRO/PSS prior to effective date of hire. Also note that excepted positions require an AFSC or an MOS, although Applicant does not need to possess the AFSC or the MOS, but must obtain within one year of hire. If not obtained within one year it may be grounds for removal without appeal.

## PRIVACY AND PUBLIC BURDEN STATEMENTS

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393 of title 5 of the United States code. We need the information requested in this brochure and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

- ❑ We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, and computer matching with other Government files, for example, files on unpaid student loans.
- ❑ If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing.
- ❑ We may also give information, from your records, to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to an employee about fitness for duty or agency-filed disability retirement procedures.



## Instructions For Applying For a Federal Technician Position in the COARNG/COANG

3 March 2010

## JOB OPENINGS

For job information Tuesday through Friday, 6:00 a.m. to 4:30 p.m. call the Joint Force Headquarters (CONG) HRO at 720-250-1434, 720-250-1166, or 720-250-1162. You may also go on line to HRO webpage at [www.coloradoguard.army.mil](http://www.coloradoguard.army.mil)

## HOW TO APPLY

Review the list of openings, decide which jobs you are interested in, and follow the instructions given on the back of each announcement. You may apply for jobs with a resume or the Optional Application for Federal Employment (OF612).

## SUBMIT YOUR APPLICATIONS TO

Joint Force Headquarters-CO  
ATTN: HRO-Staffing Section  
6848 South Revere Parkway  
Centennial, CO 80112-6709  
or Fax to (720)-250-1169  
Attn: SPC Leonard Hill or  
SSG Mike Martinez. You may also email  
your application to [leonard.j.hill@us.army.mil](mailto:leonard.j.hill@us.army.mil)  
or [michael.martinez15@us.army.mil](mailto:michael.martinez15@us.army.mil)

## WHAT TO INCLUDE

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for employment. If your resume or application does not provide all the information requested in the job vacancy announcement and in this brochure, you may lose consideration for the job you applied for.

## HERE'S WHAT YOUR RESUME OR APPLICATION MUST CONTAIN (in addition to specific information requested in the job vacancy announcement)

### JOB INFORMATION

- ☐ Announcement number, title, and grade(s) of the job you are applying for.

### PERSONAL INFORMATION

- ☐ Full name, mailing address (with zip code), day and evening phone numbers (with area code)
- ☐ SSN
- ☐ Country of Citizenship (National Guard Requires United States Citizenship.)
- ☐ Reinstatement eligibility (if requested, attach SF50 proof of your career or career-conditional status.)
- ☐ Date Of Birth

### EDUCATION

- ☐ High School, (name, City, State and zip code)
- ☐ Colleges or Universities name, City, and State (zip code if known) Majors Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours.)
- ☐ Send a copy of your college transcript only if the job vacancy announcement requests it (official transcripts are not required).

## WORK EXPERIENCE

- ☐ **Give the following information for your paid and non-paid work experience related to the job you are applying for. (Do not send job descriptions.)**
  - ⇒ Job title (include series and grade if a Federal job)
  - ⇒ Detailed description of duties and accomplishments and list your KSAs here
  - ⇒ Employer's name and address
  - ⇒ Supervisor's name and phone number
  - ⇒ Starting and ending dates (month and year)
  - ⇒ Hours per week
  - ⇒ Salary
- ☐ **Indicate if we may contact your current supervisor.**

## OTHER QUALIFICATIONS

### Job-related courses

- ☐ **Job-related** Training courses (title and year)
- ☐ **Job-related** Skills, (other languages, computer software or hardware, machinery, typing speed)
- ☐ **Job-related** Certificates and licenses (current only)

## OTHER REQUIRED FORMS

- ☐ OF 306 must be attached to application
- ☐ You may also include a copy of your DD Form 214 if you have prior active duty service
- ☐ If you have prior Federal Civilian Service, include a copy of your last SF 50 for proof of status